

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT South Lake Tahoe Area 246		DIVISION Valley Division			
CIVIL SERVICE CLASSIFICATION TITLE Office Services Supervisor I (Typing)		BARGAINING UNIT S04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-246-1148-001		CURRENT DATE 11/01/2021			
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY			
		APPROVED BY			DATE

FUNCTION OF POSITION

Under the general supervision of the Area Lieutenant Commander, the Office Services Supervisor I (Typing) is responsible for planning, organizing and directing the work of the Office Assistant (Typing) for the Clerical Unit of the South Lake Tahoe Area.

SUPERVISION RECEIVED

The Office Services Supervisor I (Typing) reports directly to and receives the majority of their assignments from the Lieutenant.

SUPERVISION EXERCISED

The Office Services Supervisor I (Typing) provides direction to one Office Assistant (Typing).

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

- | | |
|-----|--|
| 35% | Responsible for all functions related to monthly timekeeping duties including the processing of Automated 415s (A415) for uniform personnel utilizing the Activity Tracking System and Dashboard Reporting system. Ensures A415s are entered by the deadline for both the Fair Labor Standard Act period and the pay period. Complete and/or reconcile and process monthly overtime reports including the Work Period Overtime Report and COZEEP/MAZEEP. Prepare required spreadsheets, reconciliation reports and A415 corrections for commander approval and submit to Valley Division by monthly deadline. Also responsible for printing the Absence Report Due List, Monthly Attendance, Leave Usage/CTO Accrual, Leave Balances, and Excess Hours Transactions through Dashboard, review for any further action, and obtain the commander's signature on the Monthly Attendance Report. |
| 20% | Provide direction for the Office Assistant (Typing) (OA) including the review of completed work for accuracy, completeness and neatness; ensure all work assignments are completed timely. Review, evaluate and ensure training or retraining is provided for the OA to meet constant changing workloads. Prepare annual performance evaluations for the OA. Provide counsel and/or discipline to OA as needed including preparing and administering Adverse Actions when necessary. Schedule and monitor requests for time off to ensure adequate desk coverage is maintained throughout the year to include periods of vacations and other absences. |
| 15% | Process and maintain all related confidential documents including CHP 121, Employer's Report of Occupational Injury or Illness, CHP 202D, Strip and Visual Body Cavity Search, STD 634, Absence and Additional Time Worked Reports, complaints, adverse actions and miscellaneous investigations. Responsible for the security of these files and ensuring retention schedules are followed. |
| 5% | Prepare the Lieutenant Commander's CHP 71, Attendance Report monthly and submit to the Valley Division Executive Secretary for approval. Review all non-uniform CHP 71s for accuracy according to HPM 10.3, Chapter 28 guidelines. Ensure STD 634 is completed when applicable and submit all attendance reporting to Personnel by the fourth working day of the month. |

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

388-246-1148-001

5%	Responsible for processing monthly quarterly and annual reports through Valley Division and Headquarters as required. Establish and maintain Suspense files to ensure all Area deadlines are met. Process Area travel claims through CalATERS. Serve as Area Petty Cash custodian following policy outlined in HPM 11.2, Materials Management Manual, Chapter 2.
5%	Oversee the inventory of office supplies, requisition required supplies through Fi\$cal or with the P-Card as necessary and ensure all office equipment remains in working order. Reconcile P-Card statements monthly and submit to Division by deadline. Process invoices for purchases through Fi\$cal.
5%	Assist with inquiries at front counter and incoming telephone calls as needed; procure additional postage for meter; attend staff meetings, officer supervisor meetings and all required training. Function as the Area contact person for Valley Division and Headquarters. Serve as the Area Benefits coordinator.
5%	Serve as the Area X-number coordinator; ensure the OA completes X-number packages per policy in HPM 11.1, Administrative Procedures Manual. Prepare monthly front office schedule. Assist OA when needed and provide back-up in the OA's absence.
	<u>Non-Essential Functions</u>
5%	Other job duties, within the scope of the classification, as required.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
-----------------------	----------------------	------

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
-------------------------	------------------------	------